

FACILITATOR EVALUATION FORM

Training: T20-04 Ashbrooke Internal Audit

Location: Holiday Inn Select, Toronto

Date: March 15-17, 2004

Facilitator(s): Ned Gravel

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?	0	0	1	2	5
Were they well defined?	0	0	0	3	5
Were they achieved?	0	0	0	6	2
Course Content:					
Was the material appropriate?	0	1	2	3	2
Complexity (1=too complex or too simple ← → Perfect=5)	0	1	1	5	1
Was the material clear to you?	0	0	3	2	3
Volume (1=too much or not enough ← → Perfect=5)	0	0	1	3	4
Did the handouts fit with this training - did they help?	0	0	3	2	3
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	2	6
Did the facilitator encourage participation?	0	0	0	2	6
Did the facilitator help bring out new group ideas?	0	0	0	3	5
Did the facilitator help close out discussions?	0	0	0	3	5
Would you accept this facilitator again?	0	0	0	1	7
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	0	3	5
Was the lunch and breaks service acceptable?	0	0	0	2	6

Comment/Concern:	Remedial Action:
• Time frame for doing case studies was too short.	Will amend delivery
• Written material could be improved - sometimes confusing (ie. Page numbering, format, etc.)	Will discuss with developer

Other Comments:

- This course has definitely given me the skills and information needed to improve our internal audit program and my own auditing skills. Thank you for a course well done.
- Although this course presents valuable "best practice" approaches, laboratory people are not generally predisposed to "open-ended" questions in audit checklists. I found it very helpful to spend some time sharing best practices with my fellow participants who also came from a lab environment.
- I came into this course knowing very little and will be leaving knowing quite a bit. It does take a while to absorb all of the information presented, but I now have a deeper understanding and will be able to develop a good internal audit program at my lab.

- Made it very comfortable even when not all participants had the same experience and knowledge of the material.
- Very good course. Thank you.